

**The Adjutant General's Department**  
**State Employee Work Hours and Flextime Request Form**

1. Any deviation from a Monday -Friday, 8:00 AM to 5:00PM with an one hour unpaid meal break (5/8) workweek must be submitted to State Human Resources (SHR) and approved **prior** to beginning work.
2. Unless otherwise requested and approved, individual work schedules will **convert to a 5 day-8 hour schedule during weeks with a State holiday(s).**

3. **Name:**  **Date:**

4. I request the following work schedule (must coincide with State workweeks – Sun thru Sat):

a) **Beginning**  and b) **Ending**   
*(Sunday)* *(Saturday)*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>Beginning Work Time</b>							
<b>Length of Lunch</b>							
<b>Ending Work Time</b>							
<b>Total Work Hours Per Day</b>							

5. **Employee:** \_\_\_\_\_  
*Employee Signature/Date*

6. **Supervisor:** Approved or Disapproved (Circle): \_\_\_\_\_  
*Supervisor Signature/Date*

7. **SHR:** Approved or Disapproved (Circle): \_\_\_\_\_  
*SHR Signature/Date*